

TELEGRAMS

According to Forms Branch Std Form 14 Telegram form used by US Government is obsolete for use here.

Checked with Cable Sec re use of t/elegrams--

Said there are a few offices sending telegrams such as

Director -- called O/DCI [REDACTED] said they are few and far between. When sent they would go out from [REDACTED] office and are usually typed on plain tissue.

STATINTL

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O/Personnel ¹/₂ checked with [REDACTED] in Recruiting She sends about 10-15 per month. Uses Western Union's telefax form and sends wire direct over their own machine.

STATINTL

OTR - checked with Oscar - none sent from there. The JOT Branch indicated that if they originated any it would be sent out thru TR/Pers Br. The Pers Br said they call by telephone rather than wire.

O/DDS - checked with Sally - in past 15 months none sent from that office.

Apparently not enough use made of telegrams to warrant a section in the Correspondence Handbook.

Telefax **WESTERN UNION** *Telefax* **SENDING BLANK** ↑

CALL LETTERS	CHARGE TO	
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Send the above message, subject to the terms on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD
1269—(R 4-55)

To avoid actual mistakes of address, the sender of a message should order it repeated, that is, telegraphed back to the originating office for comparison. For this one-half the telegraphed message rate is charged. Unless otherwise indicated on its face, this is an unreplicated message and paid for as such, in consideration whereof it is agreed between the sender of the message and the Telegraph Company as follows:

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1. The Telegraph Company shall not be liable for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission at the unpermitted expense made beyond the sum of five hundred dollars, nor for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission at the expense made more than the sum of five hundred dollars, unless specially valued, nor in any case for delays arising from unavoidable interruption in the working of its lines.

3. The Telegraph Company is hereby made the agent of the sender, without liability, to forward this message over the lines of any other company when necessary to reach its destination.

[illegible]

After the fact, the T-100000 Company was not held liable for damages or statutory penalties when the claim is not presented in the T-100000 Company. (a) within ninety days after the date of the receipt of the message by the T-100000 Company for transmission in the case of a message between points within the Twisted Plains (except in the case of an irregular message in Texas) or between a point in Alaska, Canada, Mexico, or St. Pierre-Miquelon Islands on the one hand, and between a point in the United States and a ship at sea or in the air, (b) within 95 days after the date of the receipt of the message by the T-100000 Company for transmission in the case of a message between points where the service of overseas points other than the points specified above in this paragraph, provided, however, that this condition shall not apply to claims for damages or overcharges within the purview of Section 410 of the Communications Act of 1934, as amended.

7. It is agreed that in any action, by the Telegraph Company to recover the tolls for any message or messages the prompt and correct transmission and delivery thereof shall be presumed, subject to rebuttal by competent evidence.

8. Special terms governing the transmission of messages according to their classes, as enumerated below, shall apply to messages in each of such respective classes in addition to all the foregoing terms.

a. No employee of the Telegraph Company is authorized to vary the foregoing.

DOMESTIC SERVICES

The fastest domestic service,

DAY LETTER (DL)
A deferred same-day service, at low rates.

NIGHT LETTER (NL)

Economical overnight service. Accepted up to 2 A. M. for delivery the following morning, at rates lower than the Telegram or Day Letter rates.

INTERNATIONAL SERVICES

FULL RATE (FR)

The fastest overseas service. May be written in code, cipher, or in any language expressed in Roman letters.

LETTER TELEGRAM (LT)

For overnight plain language messages, at half-rate. Minimum charge for 22 words applies.

SHIP RADIOGRAM

For messages to and from ships at sea.